



STATE OF MICHIGAN
TERRI LYNN LAND, SECRETARY OF STATE
DEPARTMENT OF STATE
LANSING

THIRD PARTY TESTING MANUAL UPDATE

DATE: July 25, 2008

TO: THIRD PARTY TESTER DESIGNATED REPRESENTATIVES

This notice is being provided as required by the third party testing agreement. You must ensure that all manuals used by your organization and examiners are updated as follows:

In Chapter E- Organization Requirements

- **Download and print “Chapter E- Organization requirements with appendices (7-25-08).”**
- **Remove all pages in the chapter, dated 6-1-06 to 6-15-06.**
- **Replace them with pages 1-11, and Appendix E-1, dated 7-25-08.**

This modification updates the manual to reflect the following changes.

- Email. As of September 1, 2008, organizations are required to maintain an email address.
- Examiner records. Organizations are no longer required to have a copy of an examiner’s criminal history report on file. Organizations are now required to have on file “a receipt or other document showing the date of the most recent criminal history report.”
- Testing sites. The wording in the requirement that a site must be free of alcohol, drugs, controlled substances, and smoking was changed to clarify that testing sites shall not be located where either the property owner or a tenant operates certain types of businesses.
- Typos on pages 1 and 6 are corrected.

If you have any questions, please contact your third party testing analyst.